
Decisions taken at the meeting held on Monday, 1 December 2025.

Meeting Time:

7.00 pm

Meeting Venue:

Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

PRESENT:

1. APOLOGIES AND SUBSTITUTES

Apologies were received from Attewell, Boughtflower, Clarke and Doran

Councillor Burrell attended as substitute for Councillor Doran

Councillor Horan attended as substitute for Councillor Boughtflower

4. QUESTIONS FROM MEMBERS OF THE PUBLIC

The Committee were advised that no questions had been received from members of the public.

5. ESTABLISHMENT OF STAINES MASTERPLAN TASK AND FINISH GROUP

The Committee resolved to:

- agree the Terms of Reference (Appendix A) for establishing the Staines Masterplan Task Group and agree member appointments to the Task Group as detailed but adding that they should be from Staines wards
- delegate authority to the Deputy Chief Executive, in consultation with the Chair of Environment and Sustainability Committee, to make decisions on the Staines Masterplan project at the required gateway points in the project programme; and
- delegate authority to the Deputy Chief Executive, in consultation with the Chair of the E&S Committee, to make any future changes to membership of the Staines Masterplan Task Group.

6. Q2 REVENUE MONITORING REPORT AS AT 30 SEPTEMBER 2025

The Committee resolved to agree to acknowledge the forecast Revenue outturn that reflects the change in Minimum Revenue Provision (MRP) policy and debt refinancing discount approved at Full Council on 17 November 2025.

7. Q2 CAPITAL MONITORING REPORT AS AT 30 SEPTEMBER 2025

Recommend to Full Council that it approves

- A supplementary capital estimate to the Capital Programme for 2025/26 of up to

£1.9m, for acquiring housing units to be part funded by Local Authority Housing Fund Grant funding. This would create a borrowing need of £1.05m, and an annual financing requirement of about £70k per annum.

8. OCCUPATION OF ASHFORD CEMETERY LODGE

The Committee resolved to:

- agree that a direct letting of Ashford Cemetery Lodge be undertaken; and
- agree to delegate authority to the Group Head of Corporate Governance to complete any necessary documentation in connection with the letting.

9. FORWARD PLAN

The Committee resolved to note the contents of the Forward Plan.

12. ANNUAL COMMERCIAL PROPERTY REPORT FOR FINANCIAL YEAR 2024/5

The Committee resolved to:

- Approve the Annual Commercial Property Report for the year ending 31 March 2025; and
- Approve publication of the report on the Council's website.

13. TRESPASS OF COUNCIL LAND

The Committee resolved that The Council shall take this matter to trial and delegate authority to Group Head of Assets, in consultation with the Chair and Vice Chair of Corporate Policy and Resources Committee, to instruct the Council's Legal Services to proceed to take this matter to trial.

14. SUNBURY LEISURE CENTRE WORKS

Recommend to Full Council that it approves:

- an additional budget for the boiler replacement and Consultants' fees to be available to progress this project.

The Committee resolved to:

- Authorise the Group Head Assets to carry out the procurement process to identify a suitable contractor to undertake the replacement of the boilers at Sunbury Leisure Centre and associated works;
- Subject to tender returns being no more than 10% of the budget, delegate authority to the Chief Financial Officer and Group Head Assets, in consultation with the Chair and Vice Chair of the Corporate Policy and Resources Committee to select the preferred contractor and award the contract; and
- Delegate authority to the Group Head Corporate Governance to enter into a contract and any other ancillary documentation with the contractor selected in accordance with the recommendation to Council.

NOTES:-

- (1) *Members are reminded that the "call-in" procedure as set out in Part 4b of the Constitution, shall not apply to the following matters:*

- (a) *Urgent decisions as defined in Paragraph 9. of the Call-in Scrutiny Procedure Rules;*
 - (b) *Decisions to award a contract following a lawful procurement process;*
 - (c) *Those decisions:*
 - i. *reserved to full Council*
 - ii. *on regulatory matters*
 - iii. *on member conduct issues.*
- (2) *Those matters to which Note (1) applies, if any, are identified with an asterisk [*] in the above Minutes.*
- (3) *Within three working days of the date on which this decision is published, not less than three members from two or more political groups by submission of the standard call-in pro-forma, may ask for that decision to be referred to a meeting of the Corporate Policy and Resources Committee for review (call-in). The completed pro-forma must be received by the Proper Officer by 5pm three working days after publication of the decision.*
- (4) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (5) *When calling in a decision for review the members doing so must demonstrate the following exceptional circumstances:*
 - a. *Evidence which suggests that the decision maker, did not take the decision in accordance with the principles set out in Article 11 (Decision Making); or*
 - b. *Evidence that the decision fails to support one or more of the Council's Corporate Plan priorities to the detriment of the majority of the Borough's residents; or*
 - c. *Evidence that explicit Council Policy or legal requirements were disregarded.*
- (6) *Once the request for 'call-in' has been deemed valid by the Monitoring Officer the matter will be suspended until the call-in procedure has been exhausted.*
- (7) *The Chief Executive, in consultation with the relevant officer, will determine if the interests of the Council or Borough would be prejudiced by a delay in implementing a decision such that the call-in cannot wait until the next ordinary meeting of the Corporate Policy and Resources Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources Committee to review the decision subject to call-in at the earliest possible opportunity.*
- (9) *In exceptional cases, where there is clear evidence that a delay to the implementation of a decision would lead to a specific and significant financial or reputational harm to the Council, a call-in request may be refused by the Chief Executive following consultation with the Chair and Vice-Chair of Corporate Policy and Resources Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*

- (11) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on 11 December 2025.*